
FIRE FACT NO. 027 CHECKLIST(s) : 06E

TITLE : CONDUCTING FIRE & EVACUATION DRILLS IN KANSAS SCHOOLS

CHECKLIST ITEM(s) : 06E 04, 05, 06, 07, 08, and 10

REFERENCE(s) : KSA 31-133(5) KSA 31-133(8) AND KAR 22-18-2)

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The purpose of a fire drill is to practice the swift removal of all students and staff to a safe area outside the building.

BEFORE THE DRILL

- Remember that all exits are to be unlocked and unobstructed whenever the building is occupied and that each classroom must have a diagram showing at least two different routes to exit the building.
- Assign specific responsibilities to faculty and staff for the notification and evacuation of the building.
- Designate a safe area at least 50 feet from the building. If the path to this safe place crosses any roads, know ahead of time which facility staff or adult volunteers will stop vehicle traffic.

CONDUCTING THE DRILL

- Conduct drills on different days of the week and at different times of day.
- Use the fire alarm system to initiate the fire drill.
- Remember to use a different pull station each month to initiate the drill.
- Don't announce the drills ahead of time.
- A fire drill must be held each month that school is in session. For schools with separate morning and afternoon sessions of kindergarten or preschool, monthly drills need to be conducted for each session.
- After the alarm sounds, students should proceed in an organized manner to their area of safety using a designated evacuation route. Staff should account for the children upon reaching the safe area. It is up to school officials to determine what is considered appropriate behavior for the students.
- After the evacuation, faculty and staff should verify that all occupants have evacuated. Restrooms and other closed areas should be checked by sight and voice.
- If any fire alarm equipment is found to be inoperable during the drill, it should be repaired immediately.
- After it is verified that a successful evacuation has taken place, the building may be reoccupied.

DOCUMENTING THE DRILL

- Fill in the boxes at the top of the page with school district, USD number, building name, city, and telephone number.
- Fill in the fire drill information. Remember that for schools having multiple buildings, each building must have its own separate drill record, count of participants, and evacuation time.
- Post the form in a conspicuous location. Keep completed yearly records for at least five years.

If a facility is more than a month behind for performing fire drills, the inspector will request that a drill be done at the time of inspection.



SCHOOL DISTRICT	USD# (WHEN APPLICABLE)	BUILDING NAME	CITY	TELEPHONE

FIRE DRILLS

Month	Date of Drill	Time of Day Drill Conducted	Evacuation Time	Number of Occupants (Students & staff & guests actually participating in the drill)	Manual Pull Station or Smoke Detector or Automatic Sprinkler Valve	Official's Signature/ Title
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
July						

TORNADO DRILLS

Month	Date of Drill	Time of Day Drill Conducted	Evacuation Time	Number of Occupants (Students & staff & guests actually participating in the drill)	Notification method	Official's Signature/ Title

POST IN A CONSPICUOUS LOCATION

When ALL REQUIRED DRILLS have been conducted, maintain the original or copy of the drill record IN YOUR FIRE SAFETY NOTEBOOK, for a period not less than 5 years for future reference and for verification by the Kansas State Fire Marshal. For more information, refer to Fire Fact 05.

Kansas State Fire Marshal's Office – Official Fire & Tornado Drill Record